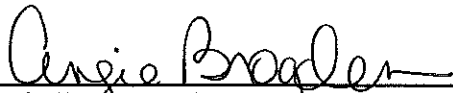


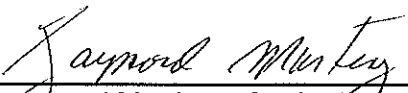
PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

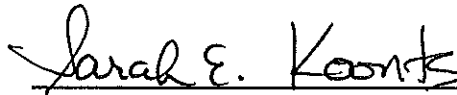
**DEPARTMENT OF INSURANCE  
COMPANY SERVICES GROUP  
SENIOR DEPUTY COMMISSIONER**

Amend the program records retention and disposition schedule approved May 31, 1989, by changing the description and disposition instructions for the following item, 11716, as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

**APPROVAL RECOMMENDED**


  
\_\_\_\_\_  
Angie Brogden, Chief Records Officer  
Department of Insurance

  
\_\_\_\_\_  
Raymond Martinez, Senior Deputy Commissioner  
Company Services Group

  
\_\_\_\_\_  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

  
\_\_\_\_\_  
Wayne Goodwin, Commissioner  
Department of Insurance

  
\_\_\_\_\_  
Linda A. Carlisle, Secretary  
Department of Cultural Resources

**DEPARTMENT OF INSURANCE  
COMPANY SERVICES GROUP  
SENIOR DEPUTY COMMISSIONER**

**ITEM 11716. SENIOR DEPUTY CORRESPONDENCE FILE.**

Records in paper and electronic formats, including e-mail, concerning correspondence written and received by the senior deputy.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy remaining paper and electronic records in office after 2 years.